

VENDOR QUESTIONNAIRE

Vendor Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Fax Number _____

Email _____

Contact First Name _____ Contact Last Name _____

1. Name of the Louisville Metro Department administering this transaction: _____

2. Is this transaction over \$10,000?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

3. If "Yes", has the vendor been Prequalified with the Human Relations Commission?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

a) If "No", all transactions over \$10,000 must be prequalified prior to approving payment. Go to www.louisvilleky.gov/humanrelations to initiate the prequalification process.

4. Is the vendor certified as one of the following:

Minority Owned:	<input type="checkbox"/>	Female Owned:	<input type="checkbox"/>	Handicapped Owned:	<input type="checkbox"/>	Disadvantaged Owned:	<input type="checkbox"/>
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a) If a selection is made, list the certifying agency? _____

5. Is the vendor majority owned by:

	Yes	No
a) At least 51% of the business owned by a female (or females)	<input type="checkbox"/>	<input type="checkbox"/>
b) At least 51% of the business owned by handicapped person(s)	<input type="checkbox"/>	<input type="checkbox"/>
c) At least 51% of the business owned by a minority (or minorities)	<input type="checkbox"/>	<input type="checkbox"/>

If you have any questions concerning vendor prequalification and certification, please contact:

LOUISVILLE METRO HUMAN RELATIONS COMMISSION

410 West Chestnut Street

LOUISVILLE, KY 40202

Ph: 502-574-3631 TDD: 502-574-4332

Website: www.louisvilleky.gov/humanrelations

Email: hrc@louisvilleky.gov